

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		<b>広報番号：</b> Announcement No.	CNEJ-N01FH-J09Y-03
		<b>募集締切日：</b> Closing Date	25 Apr 03
		<b>発行日：</b> Date of Issue	15 Apr 03
<b>1.職種名 Job title ( 等級 Grade <u>4</u> / 語学等級 LAD <u>2</u> )</b> <div style="text-align: center; font-size: 1.2em;">Housing Clerk #485</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input checked="" type="checkbox"/> 事務系 Administrative <input type="checkbox"/> 技能系 Blue Collar Trade <input type="checkbox"/> 保安系 Security <input type="checkbox"/> 医療系 Medical </div>		<b>募集人数</b> No. of Recruitment <div style="text-align: center; font-size: 1.2em;">1 名</div>	<b>4.募集範囲 Area of Consideration</b> <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input checked="" type="checkbox"/> 外部 Off Base Applicant
<b>2.部隊 Activity</b> <b>COMNAVFORJAPAN</b> <b>Regional Housing Department, Yokosuka Housing Welcome Center</b> <b>Yokosuka Facilities Management Branch</b> <b>勤務場所 Working Place:</b> 横須賀市 泊町 Tomari-cho, Yokosuka		<b>5.雇用の種類 Type of Employment</b> <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <span style="float: right;"><input type="checkbox"/> HPT</span> <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term ( <u>  </u> ヲ月 Months )	
<b>3.勤務時間 Work Schedule ( 週 <u>40</u> 時間制 hrww )</b> <input checked="" type="checkbox"/> 規則 Regular <input type="checkbox"/> 不規則 Irregular <b>勤務日 Work Days:</b> <b>Monday - Friday</b> <b>勤務時間・休憩 Work Hours/Recess Period:</b> <b>0800 - 1645 (1200-1245)</b> <input type="checkbox"/> 夜勤 Night Shift <input type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
<b>6.職務内容 Duties</b> Performs a variety of housing clerical assignments in support of a centralized housing function, which includes; housing inventory, assignments, off-post referrals, and terminations. Through the operation of a microprocessor system, establishes and maintains an automated record keeping system to provide effective management control over housing management operations and to provide effective customer service. Performs computer operations such as establishing and maintaining an up-to-date inventory of family housing units and offbase referral units, consolidating and maintaining customer waiting lists by grade, rank, service, etc.; utilizing computer data, prepares recurring reports such as Inventory and Occupancy of Military Owned-Controlled Military Family Housing Units, Statement of Facility and Assignments, etc. Prints a variety of housing lists by facility, location, and rent by area, projected vacancy, number of bedrooms, etc. Assists in computer scheduling, and in the changing of format and/or sequence of programs to prepare special listings and reports. Performs other related or incidental duties as assigned.			
<b>7.資格要件／身体条件 Qualification/Physical Requirements</b> a. 1 year of specialized experience in the same line of work at the next lower level <b>OR</b> completion of accredited College/University. b. Skill in operating an ordinary vehicle. c. Skill in operating personal computer such as Microsoft Word, Excel and PowerPoint. d. Ability to speak, read and write English at average proficiency level (LAD-2). e. Ability to speak, read and write Japanese at native language level. An applicant who does not fully meet the qualification requirements stated above may be hired at a lower grade level. A handicapped applicant may be accepted, depending upon the degree and kind of disability.			
<b>英語力 English Language Proficiency :</b> <input type="checkbox"/> 必要なし None <input checked="" type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
<b>学歴 Educational Background :</b> N/A <span style="float: right;"><b>免許証／修了証 License/Certificate Required :</b> 7/8 欄参照 See blocks 7 &amp; 8</span>			

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> <b>空席応募用紙</b> Application for Vacancy Announcement (HROY Form 1) <a href="http://hro.cnj.navy.mil">http://hro.cnj.navy.mil</a> * <input checked="" type="checkbox"/> <b>専門職務経歴書</b> Resume of Specialized Work Experience (HROY Form) <a href="http://hro.cnj.navy.mil">http://hro.cnj.navy.mil</a> * <b>の記入は Complete * in</b> <input type="checkbox"/> <b>日本語で Japanese</b> <input checked="" type="checkbox"/> <b>英語で English</b> <input type="checkbox"/> <b>どちらでも Either</b> <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 運転免許証の写し Copy of Driver's License <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted)		
<b>問い合わせ先 for Job Inquiries</b>	<b>提出先 Office to Submit</b>	<b>事務処理欄 For Official Use</b>
・担当部署／担当者名 POC Yokosuka Welcome Center, Housing Admin Office (C-N01FH) Ms. Rachel Klinefelter ☎046-821-1911 (Extension/内線) 243-7242	〒238-0015 神奈川県横須賀市泊町 1 番地 1 banchi Tomari-cho, Yokosuka 米海軍横須賀基地統合人事部雇用課 (HRO) COMNAVFJORJAPAN, Human Resources Office Yokosuka (HRO), MLC/IHA Employment Office (Code 511A) ☎046-821-1911 (内線/Extension) 243-8153	<b>PD No.:</b> CNEJ-162Y-002 PD is accurate and current. <b>Certified by Activity:</b> HRO: at 4/15 so4/15 ey

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.

提出された応募書類はお返ししません Submitted applications will not be returned.